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11 December 1953

MEMORANDUM FOR: The Inspector General

FROM: Acting Comptroller

SUBJECT: Termination of [REDACTED]

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1. Reference is made to your memorandum of 7 December 1953, regarding the subject.
2. The resignation action on the subject was received in the Finance Division 12 August 1953, and payroll action on the termination was effected on the 16 August - 12 September payroll. Under normal processing the necessary machine records would have been completed and documentation necessary to process the retirement refund action would have been available about 25 September 1953.
3. Under normal procedures, therefore, the refund action should have reached the Civil Service Commission about 15 October 1953, in which case we understand refund would have been effected by 1 November 1953.
4. Apparently the employee responsible for processing the refund action failed to take action in the case in accordance with normal procedure and instructions until [REDACTED]'s call of 13 November 1953. Prompt action was taken following the call from [REDACTED], and the refund request was forwarded to Civil Service Commission on 18 November 1953.
5. Review of the handling of this case indicates that the delay was entirely due to human error and not to weaknesses in procedure. All payroll clerks are periodically cautioned to guard against such lapses and special efforts will be expended to guard against a recurrence.
6. The employee and supervisor directly responsible for handling this case are no longer with the Office of the Comptroller.

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